

U.S. Bureau of agricultural economics  
EXPLANATIONS AND SUGGESTIONS FOR PREPARING  
THE PROJECT AGREEMENT

SEP 9 1940

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The Memorandum of Understanding pertaining to "Cooperative Work in Agricultural Land-Use Planning and Research Relating Thereto" provides the general terms for conducting cooperative work by the Land Grant Colleges and the Bureau of Agricultural Economics of the Department of Agriculture in the field of county agricultural land use planning.

The next step in providing for this cooperative effort will be the development of a Project Agreement between the State Extension Service, the Agricultural Experiment Station and the Bureau of Agricultural Economics. The attached form follows closely one now in common use between the State Colleges and the Bureau of Agricultural Economics. Suggestions are included for adapting it to this project.

The purpose of this Project Agreement is to establish a cooperative working relationship and to provide a legal basis for the allocation of funds for cooperative employment of personnel and for official travel in carrying on land use planning work provided in the Agreement.

In order to enable the community, county and State planning committees to function effectively, this Project Agreement proposes to cover:

(1) Cooperative work with the Extension Service in carrying out those phases of the project involving administrative leadership of State, county and community planning committees and farmer participation in the project, and

(2) Cooperative work with the Agricultural Experiment Station for technical and investigational activities directly related to the county land use planning project.

The Bureau of Agricultural Economics will contribute its available resources in personnel and funds to provide assistance to help solve specific problems raised by the community and county committees. The Joint Land Grant College-BAE Committee will agree upon specific problems for which this type of service shall be requested from the Bureau of Agricultural Economics and should include provisions for this service in this Agreement. However, if the need for such service cannot be anticipated in sufficient detail to include in the Agreement, such service can be provided either through an informal arrangement or as supplements to this Agreement as may be mutually agreed upon.

Regular State Agricultural Experiment Station projects that may be set up to contribute to solutions of problems raised by the

THE UNIVERSITY OF CHICAGO  
THE DIVISION OF THE PHYSICAL SCIENCES

The Division of the Physical Sciences is a part of the University of Chicago, and is organized to promote the advancement of the physical sciences. It is composed of the departments of Chemistry, Physics, and Astronomy, and is headed by the Division Director, who is elected by the faculty of the University.

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State or county planning committees can be included in this Project Agreement or set up as separate research projects. The same would hold for cooperative projects between the Experiment Station and the Bureau of Agricultural Economics set up to service the planning work.

Research projects to be conducted by the Agricultural Experiment Station under this program, but which are to be supported from Federal-Grant funds for research should, of course, be cleared in the usual form and in the usual manner through the Office of Experiment Stations.

A plan of work covering the Extension phases of this project should be prepared in the usual form and cleared through the Extension Service in the usual manner.



PROJECT AGREEMENT  
between  
THE BUREAU OF AGRICULTURAL ECONOMICS  
THE UNITED STATES DEPARTMENT OF AGRICULTURE  
and

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I. NAME OF PROJECT

Cooperative work in agricultural land use planning.

II. RELATION TO MEMORANDUM OF UNDERSTANDING

This project is a part of the work contemplated under the Memorandum of Understanding between the \_\_\_\_\_ Extension Service and \_\_\_\_\_ Experiment Station and the Bureau of Agricultural Economics pertaining to cooperative work in agricultural land-use planning and research relating thereto, approved \_\_\_\_\_.

(Date)

III. LEADERS

(Under this heading name the persons composing the Joint Land Grant College-BAE Committee and at the discretion of the respective parties of this agreement, other persons directly responsible for conducting the work provided for under this agreement.)

IV. DATE EFFECTIVE

July 1, 1939, or when signed.

V. LEGAL AUTHORITY

The Act appropriating funds for the United States Department of Agriculture for the fiscal year ending June 30, 1940, providing for aiding in formulating programs for the authorized activities of the Department of Agriculture, and Federal and State Acts making funds available to the State Extension Service and Experiment Station.

VI. OBJECTIVES

The objectives set forth in the Memorandum of Understanding referred to above shall serve as the basic objectives of the work to be carried on under this project.

VII. ORGANIZATION AND PROCEDURE

Under the general framework of the Memorandum of Understanding the work will be organized and carried out as summarized in the following outline:

1. (Unified program).





2. (Intensive land-use planning program. Classification and recommendations for land use adjustments, Work Outline No. 1.)
3. (Preparatory land-use planning work.)

(The following points are suggested for outlining each of these three phases of work. They should be expanded or changed to set forth a comprehensive summary of the extension plan of work.

- (a) Scope of work - e.g. number of counties, planning goals, reports, etc.
  - (b) Steps in procedure - e.g. participation of local people in county and community committees; participation of county agent, special assistance to be assigned to the counties.
  - (c) General kinds of information and data to be supplied to county committees and general procedure for assembling and making it available.)
4. Technical service and investigational activities.

(Work in all stages of the county planning program can be facilitated greatly by investigations conducted by the Experiment Station and the various Divisions of the BAE on problems with which the State and local planning committees are confronted in carrying on their work. Work of this character should be made a part of this agreement by showing its direct contribution, scope and extent.)

## VIII. COOPERATION

(Under this heading should be shown the extent of participation of cooperating parties. The following points are suggested for outlining the cooperative effort. They should be expanded or qualified to fit the situation in each State.

1. Adequate office space and facilities will be provided for the State BAE Representative and his staff by the Extension Service and/or Experiment Station.
2. The Extension Service will: e.g.
  - (a) Cooperate in carrying out those phases of the project involving administrative leadership of State, county and community planning committees and farmer participation in the project.
  - (b) Conduct educational activities needed in securing participation in the work of agricultural planning by the farmers and in acquainting the people of the counties and communities with the reasons for the agricultural planning work, and in securing systematic participation by the committees in the work of developing information and technique best adapted to the needs of the counties and communities.





(Any part of the Extension phases of this project to be financed by Federal funds available to the State Extension Service will be cleared in the usual manner with the Federal Director of Extension on plans of work regularly used for such clearance. Any part of the work of this project undertaken by the State Extension Service under this Project Agreement, for which funds are allotted by the Bureau of Agricultural Economics under this Agreement, should be identified by an adequate description of the work. The amount of funds to be allocated by BAE for this work will be shown in the third column of the table under, "Budget of Expenditures." The total of such funds will be subdivided as nearly as may be estimated in accordance with the items of expense. Likewise, any additional contributions of the State Extension Service to this project, whether covered by Federal funds or State funds, will be shown for the corresponding items of expense in the fourth column of the table.)

3. The Agricultural Experiment Station will: e.g.

- (a) Participate in determining the scope of work and program to be followed by the project leader.
- (b) Take part in preparing standard schedules, check lists, forms, questionnaires, etc., to be used by county committees in developing selected types of information or in analyzing their local problems.
- (c) Compile and revise in usable form for State Committees all available information from research already completed or under way that may be pertinent for use in this project.
- (d) Assist in the appraisal and summarization of area classification, unified program and other types of reports and materials developed by county planning committees and, where desirable, present suggestions for the consideration of the State land use planning committee concerning these reports.
- (e) Carry on research necessary to the work of the county and State committees on land use problems. (Of this research, any part to be financed by Federal funds available to the Station will be cleared in the usual manner with the Office of Experiment Stations on project statements regularly used for such clearance. Any part of the research undertaken by the Station under this project agreement, for which funds are allotted by the Bureau under this agreement, should be identified by an adequate description of the work. The amount of funds to be allocated by the Bureau for this work will be shown in the second column of the table under "Budget of Expenditures." The total of such funds will be subdivided as nearly as may be estimated in accordance with the items of expense. Likewise any contribution of the State Experiment Station to such work, whether covered by Federal funds or State funds, will be shown for the corresponding items of expense in the fifth column of the table.)

4. The Bureau of Agricultural Economics will:

- (a) Provide the services of the BAE Representative and other assistants





to aid the Extension Service and Experiment Station in carrying forward the work on this project.

- (b) Through the Divisions of Farm Management and Costs, Land Economics, Farm Population and Rural Welfare, Agricultural Finance and other Divisions of the Bureau, contribute to this project through the BAE Representative and with the cooperation of the Joint Land Grant College-BAE Committee by furnishing available pertinent information and by assigning personnel on short time investigations of special land use planning problems with which State and county committees may be confronted.

Services to be provided by BAE as a part of this Agreement should be identified by an adequate description of the work. Funds used to provide these services will be subdivided as nearly as may be estimated in accordance with the items of expense and shown in the first column of the table.

#### IX. PUBLICATION

Either party to this Agreement shall be free to use any of the results obtained in the undertaking in official correspondence, giving due credit to the other agency. It is understood that neither party will publish any results without consulting the other. Publication may be joint or independent as may be agreed upon, always giving due credit to the cooperation and recognizing within proper limits the rights of the individual doing the work. In case of failure to agree as to manner of publication or interpretation of results, either party may publish data after due notice and submission of the proposed manuscript to the other. In such instances the party publishing the data will give due credit to the cooperation but will assume full responsibility for any statements on which there is difference of opinion.

#### X. ABROGATION

This Agreement shall become effective July 1, 1939, and continue in force until June 30, 1940; provided, however, that this Agreement may be abrogated at any time by mutual consent or by either party hereto by giving written notice to the other party thirty days in advance of and specifying the date of termination.

This Project Agreement may be amended or renewed, if mutually agreed upon between the parties to this Agreement.

#### XI. MEMBER OF CONGRESS CLAUSE

No member of or delegate to Congress or Resident Commissioner after his election or appointment, and either before or after he has qualified and during his continuance in office, and no officer, agent, or employee of the Government shall be admitted to any benefit to arise thereupon; and that no convict labor shall be employed in carrying out any of the terms of the Agreement in accordance with Executive Order signed May 18, 1905. The provision herein with respect to the interest of members of or delegates to Congress and Resident Commissioner shall not be construed to extend to any incorporated company where such contract or agreement is made for the general benefit of such incorporation, or company (Section 3741. Revised Statutes, and Sections 114-116, Act of March 4, 1909).





## XII. BUDGET OF EXPENDITURES

For period of July 1, 1939 (or date Agreement is signed) to June 30, 1940.  
(In this budget should be entered the various items of expense that will be incurred by the cooperating agencies under this Agreement. It will be helpful to have the work under COOPERATION and ORGANIZATION AND PROCEDURE sufficiently detailed to provide a clear and adequate basis for making up these estimates.

ITEMS OF EXPENSE	BAE							
	Regular Funds		Special Allotment		State Agri		State Agri	
	Div. of Other		for LU Planning		Extension		Experiment	
	S & LP	Div'ns.	To State	To State	Service	Station	Total	
			Exp. Sta.	Ext. Serv.				
<u>Salaries:</u>								
Regular Employees			X	X				
Cooperative Employees	X	X						
<u>Travel and Subsistence</u>								
Regular Employees			X	X				
Cooperative Employees	X	X						
State Committee								
<u>Supplies, Misc. &amp; Map Reproduction Work</u>			X	X				

TOTAL

The expense to the Bureau of Agricultural Economics in carrying out this project shall be \$ \_\_\_\_\_ and shall not exceed this amount except as provided for in supplemental agreements.

### SIGNATURES:

Director, Extension Service; Director, Agricultural Experiment Station;  
H. R. Tolley, Chief of Bureau of Agricultural Economics.

Approved:

Approved:

C. W. Warburton,  
Director, Federal Extension Service

J. T. Jardine,  
Chief, Office of Experiment Stations.

